

## **Accreditation Requirements**

- Manning agencies must renew their accreditation annually.
- Accreditation documents must be submitted at least one month prior to expiration.
- All sections of the Accreditation Application Form must be completed.
- Complete, accurate, and verifiable information must be provided on the Guaranty Letter.
- The Embassy must be informed within ten business days of seafarers who have jumped ship.
- The agency must notify the Embassy of any changes to the following company information: ownership, addresses, contact numbers, or loss of POEA licensing and name and email address of the person responsible for booking the interview appointment (Atlas POC).